

| Document Control | | |
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| Policy Title: | Community Grants Policy | Policy Type: Council |
| Responsible Directorate: | Community Sustainability | Doc Id No: |
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| Version ¹ | Council/Executive Meeting Date (Date of Adoption/Endorsement) | Minute Number |
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1. Purpose and Scope

To provide direction in the administration of Council's community grants program and ensure that grants decision-making supports Council's vision for embracing opportunities, promoting wellbeing and celebrating strong communities.

This policy applies to all grant categories administered by Gympie Regional Council including:

- Community Development
 - Community Projects
 - Community Facilities
 - Volunteer Support
 - Community Halls Insurance
- Environment Grants
 - Major Environment Projects
 - Micro Environment Projects
- Regional Arts Development Fund Grants
 - Creative Industry Development
 - Creative Community Projects
 - Individual Creative Skills Development
- Festivals and Event Grants
 - Local Events
 - Regional/Major Events
- Recovery and Resilience Grants
 - Get Local Community Grants
 - Recovery, Wellbeing and Resilience Grants
- Concession Grants (waiver of a Council rate, fee or charge)

¹ The Version Number is direct from the Corporate Records Management System

- Council Venue Fee Waiver

Council may establish additional grant categories to respond to emerging community needs or issues.

This policy does not apply to sponsorships, donations, advertising and service level agreements.

The outcomes of this policy include:

- achieving Council's Corporate Plan including developing resilient communities that are respected, connected and supported by fostering strong community values and embracing diversity;
- providing community organisations with financial support to meet identified community need and provide benefits to the broader Gympie region community;
- distributing funds in an equitable, transparent and sustainable manner.

2. Related Legislation/Documents

Local Government Act 2020 (Qld)

Local Government Regulation 2012 (Qld)

Associated grants guidelines approved by Council for the financial year

Approved budget and Revenue Statement for the financial year.

3. Definitions

To assist in interpretation of this policy the following definitions apply:

- **Acquittal** is the process by which a recipient demonstrates in writing to the funding body that it has expended the funds in accordance with the terms and conditions of the funding agreement on completion of the activity or project;
 - **Auspicing** means that an organisation takes responsibility for ensuring the funds are used as specified in the grant funding agreement. An auspicing organisation will be responsible for:
 - the receipt, banking and administration of all moneys
 - project monitoring and completion
 - ensuring the applicant acquits the funding on time
 - completion of the acquittal form;
 - **Competitive grant round** is a round where applications open and close on specified dates. Applications are assessed against eligibility and assessment criteria and prioritised based on merit;
- Grant** means funds, in-kind services and/or a full or partial waiver of a Council rate, fee or charge provided to a recipient through a formal program for a specified purpose, directed at achieving goals and objectives consistent with council policy, where the recipient is selected on merit against a set of criteria;

- **Rolling grant round** is a round which is open for applications until funds are expended, or until the closing date. Applications that satisfy eligibility and meet assessment criteria on merit are recommended for funding.

4. Policy Statement

Council's community grants provide financial assistance to eligible community organisations and applicants to deliver projects which respond to community need, align with relevant Council strategies and plans and enhance the social, environmental, economic and/or cultural wellbeing of the Gympie region.

4.1 Grant Rounds:

Council has one competitive grant round and a rolling grant round per financial year.

4.2 Type of Grant Assistance:

Grant assistance will take the form of a financial payment, in-kind services from Council and/or a waiver of a Council rate, fee or charge as specified in the grant program guidelines.

4.3 Grant Amount:

- Minimum grant amount for all categories is \$500 unless otherwise stated;
- Maximum grant amount is defined in each category. For grant categories in which the grant offered can be comprised of a financial payment, in-kind services and/or waiver, the maximum grant amount is the combined financial value of the financial payment and the in-kind/waiver components.

4.4 Number of applications:

Provided they meet the eligibility criteria, applicants can:

- Submit one application in the competitive round; and
- Submit one application per grant category in the rolling round; and
- Auspice one application in the competitive round and auspice two applications in the rolling round.

4.5 Eligibility Criteria:

Grant applications must meet the specified eligibility criteria outlined in Council's endorsed grant guidelines. As a minimum, community organisations must:

- Be an incorporated not-for-profit community organisation, or have an auspice arrangement with an incorporated not-for-profit community organisation (including not-for-profit co-operatives and companies limited by guarantee);
- Hold \$20M public liability insurance and other forms of insurance relevant to the project (see Insurance Coverage for External Parties Policy);
- Have no outstanding debt with Council;
- Be based in, or provide direct benefits to, the Gympie region.

Eligibility criteria relates to applicant type (e.g. individuals, community organisations, businesses), project type, funding amount and project delivery timeframes.

4.6 Assessment:

Assessment criteria are detailed in the grant guidelines. Eligible applications are assessed against the assessment criteria by a panel comprised of Council staff who have knowledge and experience in the respective grant category. Panel members participate in a moderation meeting to review the assessments and determine grant recommendations.

4.7 Approval:

- For grant categories with a maximum value over \$2,500, the grants assessment panel will provide grant recommendations to Council for consideration and approval by resolution;
- For grant categories with a maximum value of up to \$2,500, the grants assessment panel will provide grant recommendations to Council's Delegated Officer for consideration and approval.

4.8 Disqualification:

Direct contact with or lobbying of elected members of Council by applicants in relation to Council grant applications is prohibited and will disqualify the application. Lobbying of Local Government Employees in relation to the grants is prohibited and will disqualify the application.

4.9 Roles and Responsibilities

Council makes decisions about the allocation of funds to the community grants program through its budgetary processes. Council is also responsible for approving the Community Grants Policy and Grant Guidelines which direct the administration of Council's grants program.

Approval of assessment panel recommendations is undertaken by Council, or Council's Delegated Officer, dependant on the funding category.

The Community Development Team is the primary administrator of council's community grants program, working in collaboration with various council business units to develop, promote, manage and regularly review the program. The Community Development Team plays the lead role in the provision of support and advice to potential grant applicants, and participates in assessment panels to review applications and determine grant recommendations.

In collaboration with the Community Development Team, other council business units (in varying capacities) review, provide feedback and assess applications, and actively assist with the evaluation, management and promotion of the community grants program.

Council officers are responsible for implementing this policy when supporting, partnering, facilitating, or delivering grants-related activities to ensure a consistent approach across council, in line with all relevant legislation.

5. Review

This policy will be reviewed when any of the following occur:

1. The related legislation/documents are amended or replaced.
2. Other circumstances as determined from time to time by a resolution of Council.

3. As initiated by the CEO or Executive Team.
4. Periodic Review within three years from date of adoption.

6. Delegations

The delegation under this policy is included in the delegation schedule.